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SUMMARY OF QUALIFICATIONS:

- Solid background in health and human services management, policy, and administration. Executive experience at both state and federal levels.
- Extensive experience in training and consultation including development and delivery of training in management, policy, analytics and communications.
- Advanced skills in data analysis and turning data into information for decision-making.
- Excellent technical skills: highly computer literate and proficient on multiple software packages.
- Effective communication skills, extensive experience in making presentations in a wide variety of settings.
- Broad experience in resource management including all phases of budget development and control.

PROFESSIONAL EXPERIENCE -

Florida Department of Children and Families

Deputy Secretary – Tallahassee, FL (3/2005 to 12/2010)

- ♦ Assisted Secretary in executive management of department of 13,000 employees and \$3 billion operating budget.
- ♦ Responsible for administration and coordination of strategic planning and policy initiatives within the department.
- ♦ Responsible for coordination of priority interprogram activities and initiatives.
- ♦ Negotiated and implemented landmark child welfare demonstration waiver and oversaw implementation of award-winning automation of public assistance programs.

Office of the Governor

Special Advisor to the Governor – Tallahassee, FL (3/2009 to 12/2010)

- ♦ Appointed by Governor Crist to oversee implementation of the American Recovery and Reinvestment Act of 2009.
- ♦ Developed centralized reporting system to for improved accuracy and data integrity.
- ♦ Coordinated activities expected to bring over \$26 billion to Florida over a multiple year time span.
- ♦ Facilitated negotiation of Memorandum of Understanding in education which resulted in successful application for Race to the Top funding of \$800 million for Florida.

U.S. Department of Health and Human Services

Deputy Assistant Secretary for Human Services Policy, Office of the Assistant Secretary for Planning and Evaluation – Washington, D.C. (12/2001 to 2/2005)

- ♦ Served as human services policy advisor to the Secretary of Health and Human Services and the Assistant Secretary for Planning and Evaluation.
- ♦ Responsible for policy development including policy planning, policy and budget analysis, review of regulations and formulation of legislation related to human services.
- ♦ Responsible for conducting and coordinating research and evaluation on issues related to human services programs including programs related to low income people and families, child and youth development, family formation, immigrants, welfare reform and child support enforcement.
- ♦ Responsible for interdepartmental coordination on cross-cutting issues such as homelessness, delinquency prevention and poverty.

Florida Department of Children and Families (formerly Health and Rehabilitative Services).

Welfare Reform Administrator - Tallahassee, Florida (1/95 to 12/2001)

- ♦ Responsible for overall coordination of welfare reform initiatives within the department.
- ♦ Led implementation of statewide welfare reform.
- ♦ Led project team that developed comprehensive plan to reorganize department.
- ♦ Led initial implementation of the State Children's Health Insurance program within the department.

Senior Management Analyst II - Tallahassee, Florida (11/93 to 12/94)

- ♦ Provided consultation and technical assistance in management of child care services and programs.
- ♦ Initiated strategies to increase federal matching funds for child care services resulting in multi-million dollar increase in federal funding.
- ♦ Initiated payment pilot project which significantly reduced processing delays in paying child care providers.

Assistant Secretary for Economic Services - Tallahassee, Florida (4/93 to 10/93)

- ♦ Administered income maintenance and related public assistance programs including AFDC, Food Stamps, and Medicaid eligibility.
- ♦ Managed operating budget of approximately \$1 billion with over 8,000 field staff.
- ♦ Facilitated reorganization of program headquarters absorbing 25% reduction in staff.
- ♦ Initiated quality improvement and personnel enhancement initiatives.

Deputy Secretary - Tallahassee, Florida (1/91 to 3/93)

- ♦ Assisted Secretary in executive management of department with over 40,000 employees and multi-billion dollar budget.
- ♦ Lead responsibility for legislative initiatives including comprehensive welfare reform bill and reorganization of department.
- ♦ Lead responsibility for development of productivity enhancement proposal used as a model in state government.

Assistant Secretary for Economic Services - Tallahassee, Florida (1/88 to 12/90)

- ♦ Administered income support and public assistance programs.
- ♦ Lead responsibility to implement Family Support Act of 1988 including revision of Florida Employment Opportunity Act.
- ♦ Served on national and regional task forces on public welfare and family support issues.

Deputy District Administrator - Jacksonville, Florida (3/86 to 1/88)

- ♦ Assisted District Administrator in administering seven county HRS district with 3,800 employees and \$150 million operating budget.
- ♦ Primary operational responsibility for Economic Services, Child Support and Medicaid programs.

District Administrative Services Director - Jacksonville, Florida (6/84 to 3/86)

- ♦ Directed administrative functions including personnel, financial management, purchasing, grants management, leasing, staff development and training, etc. for the district.
- ♦ Administered foster care licensure, child care licensure and child support enforcement programs.

Operations and Management Consultant - Jacksonville, Florida (7/80 to 6/84)

- ♦ Provided internal management consultation to district managers.
- ♦ Coordinated accountability systems, operational planning and administrative publications
- ♦ Provided supervisory management training.

Training Specialist - Jacksonville, Florida (3/77 to 7/80)

- ♦ Planned, developed and delivered training programs in management and supervisory skills, casework skills and a variety of program policy areas.
- ♦ Training sessions consistently rated outstanding.

Food Stamp Regional Administrator - Jacksonville, Florida (9/76 to 11/77)

- ♦ Administered food stamp program in seven county area with 14 offices.

Food Stamp Unit Supervisor - Jacksonville, Florida (2/73 to 9/76)

- ♦ Front line supervisor of food stamp unit with up to 20 employees.
- ♦ Supervised all phases of Food Stamp operations including certification and issuance.

Social Worker - Jacksonville, Florida (7/71 to 2/73)

- ♦ Determined eligibility for assistance in AFDC, Food Stamps and Aid to the Aged, Blind and Disabled programs.

Other work experience included classroom teacher and a variety of part-time and summer experiences.

PROFESSIONAL AND COMMUNITY ACTIVITIES

National Advisory Board, Nation Poverty Center, University of Michigan

National Advisory Board, University of Kentucky Center for Poverty Research

National Association for Welfare Research and Statistics, Program Co-Chair for 2008 National Conference

American Public Human Services Association - Council of State Human Services Administrators

Technical Working Group, HHS/ACF Office of Planning, Research & Evaluation

University of South Florida Alumni Association

Tallahassee 2000 - Charter Member

Leadership Jacksonville Alumni Association

EDUCATION

Masters in Business Administration, (Partially completed)

UNIVERSITY OF NORTH FLORIDA - Jacksonville, Florida (1988)

Bachelor of Arts (English)

UNIVERSITY OF SOUTH FLORIDA - Tampa, Florida (1969).
